

Course Name	Time Management
Staff Level	All levels
Duration	1 Day
Certification	ITAA
Aim and Approach	In today's world people feel they are out of control, and haven't enough time. This programme is designed to equip participants with a true understanding about the causes of stress. Practical directions and techniques, which are natural, simple and easily used, will be provided and participants will be challenged to develop new methodologies to eliminate stress and time management issues in their life.
Course content	<ul style="list-style-type: none"> • Defining stress. • Recognise the true causes of stress. • The Question of Time & Stress Management – the value of time - Overcome stress and procrastination • Increasing energy levels during the day. • What is the best time to do the things you need to do? • How to plan your day including setting goals - Clarify your goals and achieve them • How to eliminate time wasters – Handle people and projects that waste your time
Key skills developed:	
	1. Develop skills to understand and control stress.
	2. Develop methodologies in take more control of time.
	3. Develop methodologies in planning the who, what, when, where, why and how to take more control of time.
	4. Develop ways to eliminate time wasters.